All Course Network
Expanding Opportunities

Request for Proposals for AY2022-2023
Released January 18, 2022

The Rhode Island Department of Education (RIDE) is soliciting Providers to offer supplemental, out of school coursework to students for Academic Year (AY) 2022-2023 on the All Course Network (ACN). This year all course Providers interested in applying to offer 2022 summer coursework will do so through the ACN and this process.

Enriching experiences with supplemental coursework help students get a head start on postsecondary success, master the skills required of a lifelong learner, and be prepared for jobs in sectors critical to Rhode Island's future prosperity. The ACN is designed to help districts and schools meet this need by creating opportunities for Rhode Island students to envision, pursue and realize their individualized graduation pathway outside of the traditional school day. RIDE provides a registration platform for Providers and students to connect via EnrollRI.

In Summer of 2022, there will be an additional opportunity for Local Education Agencies (LEAs) who have courses and course seats available to out-of-district students to utilize RIDE's EnrollRI platform to offer those seats as part of the ACN, **with no additional funding from RIDE.**

This RFP provides information about this year's ACN application cycle, with additional information available on RIDE's website. Appendix A includes an application view with the questions that Providers will be required to answer as part of this year's application. Appendix B includes the legally binding Memorandum of Agreement (MOA) all Providers will be required to sign upon RIDE approval of ACN courses.

ACN Providers may be:
- Local Education Agencies (LEAs)
- Community-based organizations (CBOs)
- Private colleges and universities, based in Rhode Island
- Public Rhode Island colleges, as facilitated by the Office of the Postsecondary Commissioner (OPC)
- Municipalities

ACN courses may fall into five categories:
1. Work-based learning courses
   - These are hands-on learning experiences with industry professionals.
   - Courses must adhere to the Governor's Workforce Board guidance on WBL to be eligible.
   - Students must receive school-level approval to take these courses (part of the EnrollRI registration process) and will receive **high school credit** for successful completion.

2. Career Credential courses:
   - These are courses that result in an industry-recognized certificate or credential.
   - Courses must offer a CTE-Board approved credential to be eligible.
   - Students must receive school-level approval to take these courses (part of the EnrollRI registration process) and will receive **high school credit** for successful completion.

3. Dual Enrollment courses:
   - These are college courses offered by local colleges and universities.

- Students must receive school-level approval to take these courses (part of the EnrollRI registration process).
  - Students will receive **high school credit AND a minimum of three postsecondary credits** for successful completion, pending institution.

4. Advanced Placement (AP) courses:
   - These are college-level coursework opportunities that culminate in an AP exam administered by the College Board.
   - Students must receive school-level approval to take these courses (part of the EnrollRI registration process).
   - Students who successfully complete will received **high school credit**, and students who receive **a three or better on the AP exam are eligible for postsecondary credit** as well, pending institution.

5. Enrichment courses:
   - These courses are diverse opportunities to enrich a student's learning.
   - Students do NOT need school-level approval to take these courses, they will be automatically enrolled pending seat availability.
   - Students will receive **NO high school or postsecondary credit** for successful completion.
   - Students will receive a "Pass" or "No Pass" only.

Course Modality and Semesters (please note, Providers will select their preferences on the application):
Courses on the ACN may be offered in three different modalities:
- In-person (adhering to RIDOH health guidance, but strongly encouraged for this ACN cycle),
- Hybrid, or
- Fully virtual

Each annual ACN cycle includes multiple semesters:
- Summer 2022 semester (July 5 – August 19),
- Fall 2022 semester (September 12 – December 16),
- Spring 2023 semester (January 9 – May 26), and
- Yearlong 2022-23 semester (September 12 – May 26)

RIDE expectations for ACN course student outcomes:
- Credit-bearing courses (this includes Dual Enrollment, Career Credential, AP, and Work-based learning)
  - 80% credit attainment for every class. Class size and the official class roster will be determined **at 11:59pm on the last day of the Add/Drop period**. 80% of students on the official class roster are expected to successfully complete the course.
  - 80% of students in the class earning a "C" or higher.
- Enrichment courses:
  - 80% successful completion. Class size and the official class roster will be determined **at 11:59pm on the last day of the Add/Drop period**. 80% of students on the official class roster are expected to successfully complete the course.
  - 80% of students in the class earning a "Pass".

ACN Timeline:
- January 18 - Request for Proposals (RFP) and application released for AY2223 ACN courses
- January 12th, January 13th, January 25th - Technical Assistance (TA) sessions for potential Providers

- o Wednesday, January 12th 10:00am-11:00am:
  https://us02web.zoom.us/meeting/register/tZAucuiurTMsHNLvSAuprlUJ3IXxFCJCv3Yr
  - o Thursday, January 13th 10:00am-11:00am:
  https://us02web.zoom.us/meeting/register/tZIocu6uqTstHNFWB9YmMrHrL_wkmsMz0UWp
  - o Tuesday, January 25th
  https://us02web.zoom.us/meeting/register/tZMscuqsrT0rG9TxuTLrRuc-fgPVJf3jiHTm
- February 18 - RFP window closes, applications submitted after **5pm EST** will not be reviewed.
- February 21-early March – RIDE reviews applications and sends out conditional letters of approval/denial to Providers
- March/April - Technical Assistance (TA) sessions for school admins, counselors, families, and students
  - o [Zoom details to be uploaded to the RIDE website here](#)
- May 2 - Courses available for public browsing / registration for AY2223 courses goes live on [EnrollRI](#)
- June 3 – Summer 2022 pre-registration closes

Provider Payment
ALL potential Providers take the following actions to be eligible for this year's ACN cycle:
1. Ensure that your organization is a registered vendor in the RI Ocean State Procures (OSP) system.
   - o [You can confirm and/or register using this link.](#)
   - o If you need support registering in OSP, please contact Sonya Barbosa at sonya.barbosa@ride.ri.gov
2. Download the "ACH Enrollment Form Revised Aug 2015" under *Misc. Forms* and begin the process to set your organization up for direct deposit payments from RIDE.
   - o [You can download the ACH form on this webpage.](#)

Providers will be eligible to receive three separate types of payment from RIDE upon approval:
1. A fixed administrative fee
   - This is a one-time administrative fee to cover all Provider expenses affiliated with approved courses in the ACN AY2022-2023 application. Administrative fees are determined by the Provider. RIDE reserves the right to negotiate this amount to meet budgetary constraints. Costs may include but are not limited to overhead, instructor stipends, building usage, fixed transportation fees, time and effort for student and family communication, etc.
   - Providers will receive this one-time fee at the end of whatever semester (Summer, Fall, or Spring) that the latest AY2022-2023 ACN their course is offered. This fee is subject to negotiation, approval, and/or denial by RIDE.
2. Fixed, per-pupil amount per course
   - The agreed upon per-student tuition rate may include but is not limited to; supplies, official transcript fees (postsecondary Providers), books, exam fees, materials, bus passes for students, snacks, meals, etc. Schools, students, and families are not responsible for any additional fees or costs incurred by the course Provider. Postsecondary institutions are also responsible for providing students with official transcripts at no cost to schools, students, and families.
   - RIDE will base course payments on the student attendance data submitted in EnrollRI at the end of each payment period, specified in the MOA. Specifically, for each student in attendance at least 80% of the time during each payment period, RIDE will pay the agreed upon per-pupil cost divided by the number of payment periods for the course. Payment will not be issued for students with less than 80% attendance during the payment period.
   - ***The following represents fiscal guidance for ACN Provider budget submissions. This guidance represents the current funding landscape (with additional federal funding) and is subject to change and negotiation during the application process.***

Postsecondary: given the complexity of offering postsecondary credit-bearing course options on the ACN, those per pupil expenses are the most expensive courses that RIDE funds.	Should not exceed $2,000
Credit-bearing courses (Work-based learning, Career Credential, and AP classes)	Should not exceed $1,000
Enrichment courses do not bear credit	Should not exceed $500

3. <u>Reimbursement for services provided for accommodations, modifications, and MLL supports</u>
   - RIDE will maintain funding to support students who require accommodations, modifications, and multi-lingual learner (MLL) supports for their selected ACN courses.
   - Students will be required to self-identify during the enrollment and registration process in EnrollRI, and in conjunction (and through confirmation of a student's current Individualized Education (IEP) plan), Providers may provide services with **RIDE's approval**.
   - At the end of each semester, RIDE will request invoices from Providers who paid for accommodations, modifications, and MLL supports, and will reimburse approved expenses. Invoices should reflect hourly and material costs, support descriptions, and any other notes to provide clarity of the request.

To submit questions related to the RFP and application process, please use **the form linked here**. This process is not intended to elicit feedback on individual proposals but is for technical assistance regarding specifics of the application process. This form will accept questions from January 18, 2022 through February 17, 2022 and will be checked regularly.

All Course Network (ACN) SY2022-23 RFP Application

Official Provider Name

Enter Official Provider Name here

Public-facing Provider Name

Enter Public-facing Name here

Provider Organization Details

Organization Street:	Street Address
Organization City:	City
Organization State:	RI ZIP: 00000
Organization Phone:	Phone Number
Organization Website:	Organization Website here
Organization Type:	Local Education Agency (LEA)

Provider Contact Information (these details will be listed on all public-facing materials for the ACN)

Provider Contact Name:	Enter contact name here.
Provider Contact Email:	validemail@email.com
Provider Contact Number:	401-000-0000

Provider Official Billing Address (for finance communications):

Billing Street: Billing Street here

Billing City: Billing City here

Billing State: RI   ZIP: 00000

Your uploaded Completed W9:   202122 ACN (1).pdf

Your uploaded Superintendent Mandatory Letter of Support: 061621ACN FAQs – Students and Families.pdf

There are two steps all potential Providers must take in order to be considered eligible for this year's ACN cycle:

- Please upload a **completed W9**

- You must be registered in the Rhode Island Ocean State Procures (OSP) system in order to be an ACN course Provider. Please utilize this link to begin the process to get set up for the direct deposit process.

I am requesting a one-time administrative fee of $100.00 to cover all Provider expenses affiliated with courses in this application.I understand that I will NOT receive this one - time administrative fee until the end of the last semester(summer, fall, or spring) that my latest SY2022 - 23 ACN course is offered.

Administrative Fee Justification: Costs may include but are not limited to overhead, instructor stipends, building usage, fixed transportation fees, time and effort for student and family communication, etc.

Enter Administrative fee details here.

Course #1

Course Name   Summer Course Name here

Course Type: Dual Enrollment   Course Content: Defense (STEM)

- These are college courses offered by local colleges and universities.
- Students must receive school-level approval to take these courses (part of the EnrollRI registration process).
- Students will receive high school credit AND a minimum of three postsecondary credits for successful completion, pending institution.

Course Start Date: 07/05/2022   Course End Date: 08/19/2022

Course Meeting Day(s):   Specify Course Meeting Day(s) here.   Course Meeting Time(s):
Specify Course Meeting Time(s) here.

Course Description

Summer Course Description here

Minimum number of students required to run the course: 1

Maximum number of students you can accommodate: 15

If the course does not meet the enrollment minimum, the course will be canceled and students will be notified by RIDE

Course Prerequisite:

- Provider-specific registration materials submission

Course Prerequisite Description

Enter Course Prerequisite Description here.

Minimum Age:

High school credits: One semester (0.5)   Postsecondary credits: 3 credits

Course Point of Contact

Name: Course Point of Contact here.   Email:
validemail@email.com

Course Teacher of Record

Name: Teach of Record Name here. RI Certification #:   123456

Fixed, per pupil amount requested (for this course only): $150.00

Justification for your per pupil:

Justification for your per pupil here.

Section 3: Fall 2022 course:

No course

Section 4: Spring 2023 course:

No course

Section 5: Year long 2022-23 course:

No course

Section 6: Acknowledgment & Submit

- Attend a mandatory orientation session provided by RIDE in each semester my course(s) run;
- Actively promote the All Course Network (ACN) and recruit students to the course(s) being provided;
- Demonstrate equitable recruitment practices that provide access to all Rhode Island students;
- Provide necessary supports to Multi-Lingual Learners (MLLs) and Differently-Abled students (DAS) to ensure their success in course offerings;
- Communicate with schools, independent of RIDE and to the extent necessary, to ensure school approval for students prior to course enrollment;
- Provide RIDE with course start and end dates and times, meeting day(s) of the week, and number of secondary and postsecondary credits (as applicable) prior to the annual course registration period. Any course changes must be communicated to RIDE and enrolled students within 24 hours;
- Institute and manage a one-week add/drop period for every approved course in EnrollRI. At the close of the add/drop window course rosters will be frozen in EnrollRI, and no additional roster changes will be made. Students who attend less than 80% of the course's instructional hours after this deadline will be marked as a "W" (Withdrawn) in EnrollRI;
- Maintain attendance records independent of EnrollRI for every course, on every day the course meets, that can be provided to RIDE upon request;
- Report student attendance hours in EnrollRI twice per semester, within five days of the dates predetermined by RIDE and included in the MOA. RIDE reserves the right to audit attendance records in order to ensure accuracy of Provider-submitted EnrollRI attendance data;
- Submit progress reports once per semester for each course on the date specified in MOA;

Initials: Sample App